

City of Fairfax Parks & Recreation  
10455 Armstrong Street  
Fairfax, VA 22030  
Phone: 703.385.7858  
Fax: 703.246.6321



APPLICATION FOR USE OF PARK FACILITIES

Fee: \*Small: \$55 per 4 hours of use minimum (no pro-ration, each additional hour \$10 per hour)  
\*\*Large: \$75 per 4 hours of use minimum (no pro-ration, each additional hour \$15 per hour)

PAVILION REQUESTED (Check One)

\*\*Van Dyck Upper \_\_\_\_\_ \*\*Providence \_\_\_\_\_  
\*Van Dyck Lower \_\_\_\_\_ \*Ratcliffe \_\_\_\_\_  
\*Kutner \_\_\_\_\_ \*Westmore \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ TIMES OF USE: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

REPRESENTATIVE'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city, state, zip)

TELEPHONE: (H) \_\_\_\_\_ (O) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PLEASE NOTE: In the case of inclement weather, the Parks and Recreation Department will make every effort to reschedule your group. **If rescheduling is not possible, refunds will not be issued for pavilion rental.**

PLEASE MAKE CHECKS PAYABLE TO "CITY OF FAIRFAX."

If using a credit card and want to fax the form to the City of Fairfax, please put all card information on a separate piece of paper so it can be shredded.

**THE UNDERSIGNED CERTIFIES THAT HE OR SHE HAS READ AND RECEIVED A COPY OF THIS AGREEMENT AND WILL COMPLY WITH ALL THE RULES/REGULATIONS ON REVERSE SIDE.**

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
DATE

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THE PERMIT HOLDER CERTIFIES THAT HE OR SHE HAS READ AND RECEIVED A COPY OF THIS AGREEMENT AND WILL COMPLY WITH ALL THE RULES/REGULATIONS.

#### SECTION 1: PRESERVATION OF PROPERTY AND WILDLIFE

- A. No person shall abuse, deface, damage or remove any city property located in a park.
- B. No person shall abuse, damage, or remove any live or dead vegetation, plant material, tree or shrub from a park.
- C. No person shall kill, harm, frighten, net, trap, snare, hunt, or shoot any animal, bird or reptile in a park unless he has been issued an official permit to do so by the Commonwealth of Virginia and has been granted written permission by the Parks and Recreation Director.
- D. No person shall abandon or leave any animal, reptile or bird at or in a park unless he has been granted written permission by the Parks and Recreation Director.
- E. No person shall construct, modify or make physical changes to the grounds or facilities in any park, unless he has been granted written permission by the Parks and Recreation Director.

#### SECTION 2: CONDUCT OF PARK VISITORS

- A. No person shall illegally gamble in a park.
- B. The possession, use or discharge of any fireworks or explosive of any kind by any person is prohibited. The possession, use or discharge of any rocket is also prohibited, with the exception of CO2 rockets. Any person launching a CO2 rocket will be responsible for ensuring its safe and proper operation.
- C. No person shall use abusive, threatening or profane language in a park.
- D. No person shall change any vehicle parts or repair, grease or wash vehicles on any park property, except for emergency repair.
- E. No person shall fail or refuse to obey any lawful order of an authorized city employee.
- F. Persons shall comply with all officially posted signs.
- G. All litter and garbage must be placed in the trash receptacles provided in the park for that purpose. If there are no trash receptacles or such trash receptacles are full, no litter or garbage shall be deposited in a park.
- H. No person shall camp in any manner in a park.
- I. The using, operating or permitting to be played, used or operated whether not upon or attached to a motor vehicle, any radio or television receiving set, musical instrument, phonograph, bell, whistle, loudspeaker, amplifier or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing of the persons desiring to listen, are declared to be loud, disturbing and unnecessary noises in violation of Section 14-16 of the City of Fairfax City Code.
- J. Alcoholic beverages of any type are not permitted in a park.
- K. There is to be no organized sports playing in the parks unless granted written permission by the Parks and Recreation Director.

#### SECTION 3: VEHICULAR TRAFFIC REGULATIONS

- A. The traffic ordinances of the City of Fairfax, and all applicable Commonwealth of Virginia

vehicular laws shall apply to all park property. In addition, the following regulations shall apply:

1. Vehicular traffic is only permitted on designated paved or graveled roadways, except as otherwise specifically directed by a city employee.
2. Parking is only permitted in designated areas, except as otherwise specifically directed by a city employee.
3. Bicycles, wagons and other such vehicles shall not be placed or operated in areas where children play.

#### SECTION 4: BUSINESS AND SOLICITATION

A. No person shall sell, rent or trade goods or services for profit or otherwise in a park unless he or she has been granted written permission by the Parks and Recreation Director.

#### SECTION 5: PICNIC AND SHELTER FACILITIES

A. Groups or individuals may reserve shelter facilities through the City of Fairfax Parks & Recreation Department. Groups or individuals receiving authorization will be issued a copy of this agreement (see front side) which will act as an official permit which they must have in their possession when using the facility.

B. Unless a copy of this agreement is presented by a group or individual, shelter facilities are available on a first-come-first-served basis.

C. All fires within a park must be confined to safe cooking receptacle (grills). No person shall leave a fire without having fully extinguished it.

THE UNDERSIGNED CERTIFIES THAT HE OR SHE IS FAMILIAR WITH THE REGULATIONS GOVERNING THE USE OF PARK FACILITIES. THE UNDERSIGNED SHALL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGES TO CITY OF FAIRFAX PROPERTY CAUSED BY THE USER, AND FOR THE PROMPT AND PROPER SETTLEMENT OF CLAIMS FOR SUCH DAMAGE.

Terms & Conditions: This Agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations.

The applicant agrees to observe and obey all Organization Rules and Regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event.

The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

The City of Fairfax Parks and Recreation Department would like to remind all of our park patrons of the proper guidelines for staying safe during lightning disturbances. All organizations that are permitted should follow their specific safety guidelines which incorporate the department recommended guidelines.

However, the following is a default guideline if you, your family or your organization does not have safety guidelines in place.

If you have any questions about safety in our parks, please call 703.385.7858 or email [parksrec@fairfaxva.gov](mailto:parksrec@fairfaxva.gov).

Our goal is to keep you safe so you can have an ***“AMAZING EXPERIENCE!”***

### **LIGHTNING DISTURBANCE POLICY**

1. It is strongly recommended that all park patrons wait at least 30 minutes after all lightning and thunder activity has stopped before resuming scholastic athletics activity.
2. Avoid using the restroom sinks and toilet facilities for safe shelter.
3. Stay away from the tallest trees or lone objects (such as light poles or flagpoles), metal objects (such as metal fences or metal benches/bleachers), individual trees, standing pools of water, and open fields.
4. Avoid being the highest object in a field, and **do not** take shelter under a single, tall tree.
5. Pay much more attention to the lightning threat than to the rain. Lightning can strike far from the rain shaft.
6. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. **Do not lie flat!**
7. If a person feels his or her hair stand on end, or their skin tingle, immediately crouch, as described in item 6.
8. Do not use the telephone, except in emergency situations.
9. Lightning strike victims **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Prolonged and aggressive CPR is highly effective for the survival of many victims of lightning strike.
10. **ALL** spectators, competitors, and personnel should go inside the nearest building as quickly as possible. A vehicle with a metal roof (not a convertible) and the windows rolled up is a safe alternative to a sturdy building.
11. **DO NOT** take shelter under gazebos, pavilions, trees or other tall, lone objects.

12. **DO NOT** remain on, under, or near metal benches/bleachers or metal fences.

13. Lastly, any individual who feels he or she is in danger of any lightning activity should have the right to leave the field or event site to seek safe shelter.

### **Guidelines on Handling Contests During Lightning Disturbances**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests, events or practices based on the presence of lightning.

#### **Proactive Planning**

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Inform all participants, coaches, users and spectators of the safety policy.
4. Develop criteria for suspension and resumption of play;
  - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - b. (30) Thirty Minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, resets the clock and another 30 minute count should begin.
5. Hold periodic reviews for appropriate staff or volunteers.